

Checklist - Converting an Initial Practitioner License to Proficient Practitioner License under Rules 2002

- Complete the entire Application for Indiana Teaching, Administration, or School Services License, [State Form 9331](#).
- Answer Criminal History questions 1-3. Sign your name verifying the information and application are accurate.
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application
- Attach the Initial Practitioner license to the application or Proof of License, [State Form 47871](#).
- Submit a copy of Portfolio Approval Letter.

Mail the completed forms to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798